Employee FAQs for an Approved FMLA (Intermittent)

“I have been approved for FMLA - Now What?”

1. What is my responsibility while I am on Family and Medical Leave Act (FMLA)?
   - You need to communicate with your supervisor regarding your leave approval and duration of the leave and the amount of time off approved per week/month while on intermittent leave,
   - Whenever possible, you should schedule healthcare provider appointments and office visits in advance with your supervisor.
   - Ensure you understand your department’s call-in procedures and work expectations, as these will continue to apply during an intermittent leave period.

2. How do I utilize intermittent leave?
   - Intermittent leave may be taken in blocks of time or by reducing weekly or daily schedules as indicated by your healthcare provider on the medical certification.
   - You should communicate with your supervisor the dates and times you need for leave. When you utilize time for FMLA (either scheduled or unscheduled), you should notify your supervisor of FMLA time immediately.
   - You need to coordinate with your supervisor in advance to consider departmental needs when scheduling appointments, in addition to meeting the needs of your medical situation.

FMLA website: http://hr.mc.vanderbilt.edu/fmla/
FMLA contact: 615.322.7441

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• You will be required to follow departmental call-in procedures and work expectations.
• If you have medical restrictions, provide your supervisor with the restrictions and your
  supervisor will coordinate with EAD to determine if essential job functions are
  affected.

3. How do I get paid while using FMLA?
   • You must use any available flexPTO or grandfathered sick time when you take intermittent
     FMLA.
   • Once all your leave accruals have been exhausted, you will go into an unpaid leave status for the
     period of time you need while on intermittent leave. All worked hours will be paid appropriately.